

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DPS14910148**

DATE POSTED: **05/18/15**

POSITION NO: **242947**

CLOSING DATE: **06/02/15**

POSITION TITLE: **Office Specialist**

DEPARTMENT NAME / WORKSITE: **Navajo Police Department - Department of Corrections - Crownpoint, NM**

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB58A</u>
WORK HOURS: <u>8:00 a.m. - 5:00 p.m.</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>24,128.00</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	\$ <u>11.60</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	DURATION : _____

DUTIES AND RESPONSIBILITIES:

Provide office management duties pertaining to receiving and screening incoming telephone calls and routing to appropriate staff and/or take messages. Greets the public, staff and co-workers and provide assistance to various inquires. Compose, type, and edit memorandums, correspondences, reports, and various forms. Receives, date stamp, logs in and distributes all incoming/outgoing mail. Schedules appointments for staff. Makes travel arrangements. Files and maintains a filing system for personnel, correspondences and other files as required. Maintain the inventory of all supplies and equipment. On behalf of the district, supervisor and staff, assists with arrangements of meetings and conferences. Prepares photocopies or facsimiles; processes, track and maintains records and status of office forms. Prepares, obtain appropriate signature and monitors travel authorizations, purchase requisitions and other related documents.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; Supplemented by college courses in general office procedures; and two (2) years general office or related experience.

Preferred Qualifications:

- An Associates degree in Business or Accounting.
- Proficient in Microsoft Office software or other computer applications.
- FMIS certification.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of applicable policies, practices and procedures related to work assignment; of basic clerical/office support practices and procedures; and a variety of computer software, word processing, data base, and spreadsheet application. Skill in preparing a variety of records, reports, correspondences using standard computer software; in maintain electronic and/or hard copy filing/records system; in operating office equipment, including computer programs; in following oral and written instructions; in English composition, grammar, and punctuation; in establishing and maintain effective working relationships; and in preparing clear and comprehensive reports.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.